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GOVERNOR

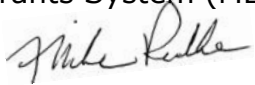
STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 22, 2012

**MEMORANDUM**

TO: Consolidated Application Main Contacts  
Michigan Electronic Grants System (MEGS) Authorized Officials

FROM: Michael W. Radke   
Director, Office of Field Services

SUBJECT: Local Education Planning Cycle Changes

As part of our ongoing efforts to streamline the Continuous Improvement Process for Local Educational Agencies (LEAs), the Michigan Department of Education (MDE), Office of Field Services (OFS) is eliminating the requirement to complete and submit the LEA Planning Cycle (LEAPC) from the annual Consolidated Application process.

Beginning with academic year 2012-13, OFS will review the \*District Improvement Plan (DIP) within the AdvancED system for alignment to the Consolidated Application instead of the LEAPC.

This means, in order to be substantially approvable and receive an obligation date, LEAs must submit the:

1. \*District Improvement Plan (DIP) within the AdvancED Portal
2. Title I School Selection (TISS) within MEGS*Plus*
3. Consolidated Application within MEGS*Plus*

Consolidated Applications that are submitted without submission of the \*DIP will be returned without being reviewed. Although the due date for the \*DIP isn't until June 29, LEAs that submit the Consolidated Application and TISS prior to June 29 must submit the \*DIP early. The \*DIP will be reviewed from within the AdvancED portal; it does not need to be attached to the Consolidated Application.

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In order to have an aligned, articulate plan that focuses on accelerating student achievement, the \*District Improvement Plan is expected to meet the following requirements upon submission:

1. Goals/Objectives/Strategies/Activities included in the \*DIP meet the MDE criteria detailed in the \*District Improvement Plan Review Protocol.
2. For subgroups of size 10 or more, achievement gaps must be identified and there must be specific objectives, strategies and activities addressing these gaps.
3. All programs/services are identified within the \*DIP that are intended to be funded in the Consolidated Application.
4. All programs/services that the LEA anticipates adding to the application later in the academic year with carryover or unspent set-asides (Ex. summer school) have been identified within the \*DIP.
5. The LEA must consider the funding sources that will be added to the Consolidated Application during the amendment process such as Title I, Part A – Neglected; Title I, Part D; Title III LEP and Immigrant; Title I, Part C and Title VI (REAP-Flex); plan how those sources will be used and include those plans as strategies and activities in the original \*DIP.

Adhering to these standards will expedite the application process.

If you have any questions, please feel free to contact your regional field services consultant at 517-373-3743.

\*Single building districts should replace the phrase "District Improvement Plan" or "DIP" with "School Improvement Plan" or "SIP" for the purposes of this memo.

cc: Local and Intermediate School District Superintendents  
Public School Academy Directors